

**City of San Diego Commission for Arts and Culture  
Organizational Support Program**

**STATEMENT OF ACTIVITIES**

**INSTRUCTIONS**

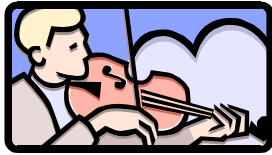
**PURPOSE:**

The Statement of Activities is a standard component of any complete financial statement. It documents your organization's actual revenues (income) and expenditures (expenses) and calculates a surplus or loss for the period shown on the statement. A Statement of Activities is one of four financial reporting documents you are required to submit with your final performance report.

**If you are required to submit audited financial statements, the Statement of Activities must be prepared by your CPA and included in the final audit.**

**INSTRUCTIONS:**

1. The sample provided is only an example; you may use an alternate format as long as it conforms to Generally Accepted Accounting Principles. This statement is formerly known as a Revenue and Expense Statement.
2. Please put this statement on your organization's letterhead stationary.
3. Your numbers and line item names may differ from those shown on the sample statement.
4. All information should relate to the City's fiscal year, which runs from July 1 to June 30.
5. The information on this statement is for the entire organization, not just the items reimbursed under your Agreement with the Commission for Arts and Culture.
6. Expenditure information should tie back to your City TOT and Expense Statement.



## *Hometown Music Association*

1234 Flugelhorn Way, Suite 789  
San Diego, CA 92101  
(619) 555-1212

### **STATEMENT OF ACTIVITIES**

For the period July 1, 2004 to June 30, 2005

#### **REVENUE (INCOME)**

|                         |          |
|-------------------------|----------|
| City of San Diego       | \$33,308 |
| Private Contributions   | 27,750   |
| Corporate Contributions | 30,000   |
| Other Grants            | 12,250   |
| Tickets                 | 15,345   |

#### **TOTAL REVENUE**

**\$118,653**

#### **EXPENDITURES (EXPENSES)**

|                              |          |
|------------------------------|----------|
| Wages and Benefits           | \$66,114 |
| Contractors/Consultants      | 10,000   |
| Rent and Utilities           | 14,875   |
| Publicity and Advertisements | 5,000    |
| Marketing                    | 2,000    |
| Printing and postage         | 2,275    |
| Production                   | 17,878   |

#### **TOTAL EXPENDITURES**

**\$118,142**

#### **NET INCOME <LOSS>**

**\$511**